

# **Turtle Lake Watershed Inc. Request for Proposal**

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## ***Freshwater Fish Habitat Enhancement and Restoration Projects that Promote Fish Habitat Protection through Community Based Stewardship***

**Reference Number: 166881**

**Solicitation Number: F2465-08021 (Amendment)**

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# PROJECT PLANNING

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## Scope

### ***Background***

Since 2004 the Turtle Lake Watershed Inc. (TLWI) has been incorporated as a non-profit corporation with representative membership by the Rural Municipalities, First Nations, Villages and Hamlets throughout the drainage basin. TLWI's mission is *the maintenance of a healthy aquatic ecosystem within the Turtle Lake watershed basin.*

A constitution was adopted and a board of directors elected. The board meets regularly throughout the year to discuss watershed related issues, dialogues with government regulators and plans initiatives to protect the watershed. An Annual General Meeting is held every summer where members are invited to ask questions of the Board. AGM minutes and audited financial statements can be obtained on the resources page of the website [www.tlwi.ca](http://www.tlwi.ca)

The TLWI Board views education and involvement as the most effective tools in ensuring and maintaining water quality and healthy fisheries within the lake. The *Living by Water handbook* has been instrumental as a tool to educate and instruct property owners in their role in protecting the aquatic ecosystem. In July 2005, TLWI sponsored a workshop for cabin owners to come and learn about these principles and methods. The TLWI will be providing all new lakeshore property owners with a free copy of this handbook, so that mistakes of the past need not be repeated. In 2007 the TLWI website [www.tlwi.ca](http://www.tlwi.ca) was launched to provide an easily accessible way for both members and the general public to find out about initiatives and reference information.

Since its inception the TLWI has engaged a number of Federal and Provincial agencies responsible for regulating some aspect of the watershed in an effort to better understand the regulations and the responsibilities of these agencies. These have included the Department of Fisheries and Oceans (DFO), the Saskatchewan Watershed Authority, and Sask Environment. In 2006 we met with the Prairie North Regional Health Association - Community Health Officer to learn more about drinking water and sewage management regulations.

In 2007 the TLWI successfully developed a website and outdoor signage to begin the process of improving lake users' awareness and understanding of the importance of good environmental practices. This project was partially funded through the DFO's Stewardship-in -Action Program.

## ***Purpose***

The TLWI board and membership has identified a number of activities taking place on the lake and along the shoreline that represent a threat to the quality of the water and fisheries.

These include:

- The increasing practice of ATVs and vehicle owners washing their vehicles at boat ramps, or directly in the lake.
- The use of soaps, shampoos and detergents directly in the lake
- Litter and contaminants entering the lake by ice fishers and ice surface user activities.

These activities are of increasing concern, and in response the board has approved a number of initiatives that represent the scope of this Request for Proposal.

- Conduct an opinion and observational survey of ice surface users to determine the nature and degree of lake contaminants derived from these users.
- Develop and deploy signage at beaches, or boat launch locations around the lake to discourage lake use practices harmful to the lake and fisheries.
- Distribute good environment practices information to property owners throughout the drainage basin, instructing them in the protection of the shoreline and aquatic ecosystem.
- Develop and distribute an informational pamphlet to educate ice fishers and ice surface users on sound environmental practices.

## ***Final deliverables***

The final deliverable for this project is a decrease in adverse lake use practices outlined in the previous section.

### **Acceptance Criteria:**

1. A meaningful decrease in the frequency and severity of activities that represent a threat to the quality of the water and fisheries. This will be measured through a follow up ice surface survey in 2010 and through membership feedback at the 2010 and subsequent AGMs.

## ***Interim Deliverables***

Listed below are the interim deliverables and their related schedule, resource requirements and approvals.

<b>Interim Deliverables</b>	<b>Schedule / Resources / Approvals</b>
2009 Survey of ice surface users to determine key environmental threats	To be developed and conducted by the volunteer Turtleford high school seniors and present to the TLWI board at the April 18 board meeting
2010 Survey of ice surface users to determine progress on addressing issues identified in 2009 research.	To be developed and conducted by the volunteer Turtleford high school seniors and present to the TLWI board at the March 31, 2010 Board meeting.
Development & distribution of a waterfront owner guide to ensure a healthy shoreline	To be presented to the TLWI board at April 18, 2009 board meeting. To be provided to impacted RM & Hamlet Councils for inclusion in 2009 tax notices.
Design, manufacturing & installation of shoreline signage	Design & wording to be presented to the TLWI Board at April 18, 2009 Board meeting.  Sign frames to be manufactured by the volunteer Turtleford high school seniors  Installation to be conducted by TLWI reps with Hamlet Board approvals
President's letter to Hamlet Board's outlining 2009 initiatives	Letter from TLWI President outlining planned 2009 initiatives. Included in 2009 TLWI Membership invoice. April 25, 2009
Press release & website article outlining 2009 activities	Press release just prior to May long weekend Hamlet Board meetings.
Posting of all planned 2009 initiatives including ice fisher survey information on website	Following April 18 Board approval
Development of ice surface user guide utilizing findings from 2009 ice user survey.	Solicit input from local conservation officers and DFO & SE Fisheries biologists  Have ready for 2010 ice fishing season so interviews can provide copies to interviewees.

## Risks and Contingencies

A number of risks to the successful delivery of the have been identified.

Risks	A	B	C	Preventative Action	Who	Mitigative Action	Who
Designed within an ecosystem and watershed context so that influences beyond the scope of the local project are considered and their social, environmental and economics risks are fully mitigated.	1	3	3	All RM, First Nations, Village, and Hamlet councils will be notified	Bob Gourlay		
Includes mitigation measures to ensure compliance with all applicable, federal, provincial and local government regulations. (Mandatory)	1	3	3	All RM, First Nations, Village, and Hamlet councils will be notified  Sask Environment Conservation Officers to be notified and input requested on ice fisher pamphlets  DFO notified	Bob Gourlay		

*A= probability of risk event: 0 = none, 1=slightly, 2=moderately, 3=very, 4=extremely*

*B=impact on deliverables if risk event occurred: 0 = none, 1=slight, 2=moderate, 3=very, 4=extreme*

*C=A\*B which scores the magnitude of the risk event.*

## **Resources**

### ***Project Team***

Merv Swanson – President of the Turtle Lake Watershed Inc. Merv is a retired Saskatchewan Environment manager; Merv has a Masters in biology and has work in the fisheries management area with Sask. Environment for 30 years.

Jim Range – Vice-President of the Turtle Lake Watershed Inc. Jim is an educator with Turtleford School

Bob Gourlay – Secretary/Treasurer of the Turtle Lake Watershed Inc. Bob is a retired SaskTel, Business Planner and current President & CEO of Gourlay & Associates, a consulting company specializing in business planning, marketing and project management.

Board of Directors – Representative from the RM, First Nations, Villages & Hamlets.

Nancy Range – Turtleford School Guidance Councilor

Student Volunteers – Carlie Tollifson, Hannah Warrington, Evan Pavka

## Project Budget

ID	Task Name	Total Cost
0	<b>DFO - RFP 2009-02-22</b>	<b>\$5,780.40</b>
1	<b>Conduct 2009 Ice Surface User Research</b>	<b>\$734.40</b>
2	Design 2009 Ice Surface Survey & questionnaire	\$20.00
3	Distribute survey to board for approval	\$20.00
4	Meet with students to present survey and answer questions	\$80.00
5	Conduct survey	\$480.00
6	Develop report & presentation with survey outcomes	\$44.00
7	Present 2009 Ice Surface Survey to TLWI Board for approval	\$80.00
8	Post 2009 Ice Surface Survey on website	\$10.40
9	<b>Develop &amp; distribute cabin owner guide</b>	<b>\$197.60</b>
10	Source a pamphlet	\$39.20
11	Contact RM re: approval & mailing method	\$52.00
12	Present pamphlet to TLWI board for approval	\$10.40
13	Provide pamphlet to RMs	\$56.00
14	Mail out pamphlet	\$40.00
15	<b>Shoreline signage</b>	<b>\$2,541.20</b>
16	Develop wording	\$11.20
17	Develop frame design	\$4.00
18	Present sign wording, design & costs for approval	\$81.60
19	Produce metal signs	\$1,522.40
20	Produce sign frames	\$770.00
21	Install signs	\$152.00
22	<b>2009 President's Letter &amp; Membership Invoice</b>	<b>\$58.40</b>
23	Develop President's Letter to Membership	\$19.20
24	Prepare 2009 membership invoices	\$19.20
25	Mail out President's letter & 2009 Invoices	\$20.00
26	<b>2009 Press Release &amp; website article</b>	<b>\$60.00</b>
27	Develop press release & website article	\$40.00
28	Distribute press release & post website article	\$20.00
29	<b>Develop 2010 Ice Surface User Guide</b>	<b>\$2,188.80</b>
30	Review 2009 Research for key focus areas	\$32.00
31	Contact DFO & Sask. Environment for input	\$12.00
32	Design pamphlet copy & photography	\$80.00
33	Present to TLWI Board for approval	\$20.00
34	Print pamphlet	\$2,044.80

# Work Breakdown, Schedule & Assignments

ID	Task Name	Qtr 4, 2008				Qtr 1, 2009			Qtr 2, 2009			Qtr 3, 2009			Qtr 4, 2009				Qtr 1,
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
0	<b>DFO - RFP 2009-02-22</b>																		
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31	Contact DFO & Sask. Environment for input																		
32	Design pamphlet copy & photography																		
33	Present to TLWI Board for approval																		
34	Print pamphlet																		

## Resource Usage

ID	Resource Name	Work	Details	2007
				H1
1	Carlie Tollifson	3.5 days	Work	
	<i>Meet with students to present survey and answer questions</i>	0.25 days	Work	
	<i>Conduct survey</i>	2 days	Work	
	<i>Present 2009 Ice Surface Survey to TLWI Board for approval</i>	0.25 days	Work	
	<i>Produce sign frames</i>	1 day	Work	
2	Hannah Warrington	3.5 days	Work	
	<i>Meet with students to present survey and answer questions</i>	0.25 days	Work	
	<i>Conduct survey</i>	2 days	Work	
	<i>Present 2009 Ice Surface Survey to TLWI Board for approval</i>	0.25 days	Work	
	<i>Produce sign frames</i>	1 day	Work	
3	Evan Pavka	3.5 days	Work	
	<i>Meet with students to present survey and answer questions</i>	0.25 days	Work	
	<i>Conduct survey</i>	2 days	Work	
	<i>Present 2009 Ice Surface Survey to TLWI Board for approval</i>	0.25 days	Work	
	<i>Produce sign frames</i>	1 day	Work	
4	Bob Gourlay	8.3 days	Work	
	<i>Design 2009 Ice Surface Survey &amp; questionnaire</i>	0.25 days	Work	
	<i>Distribute survey to board for approval</i>	0.25 days	Work	
	<i>Meet with students to present survey and answer questions</i>	0.25 days	Work	
	<i>Develop report &amp; presentation with survey outcomes</i>	0.55 days	Work	
	<i>Present 2009 Ice Surface Survey to TLWI Board for approval</i>	0.25 days	Work	
	<i>Post 2009 Ice Surface Survey on website</i>	0.13 days	Work	
	<i>Source a pamphlet</i>	0.49 days	Work	
	<i>Contact RM re: approval &amp; mailing method</i>	0.65 days	Work	
	<i>Present pamphlet to TLWI board for approval</i>	0.13 days	Work	
	<i>Provide pamphlet to RMs</i>	0.7 days	Work	
	<i>Develop frame design</i>	0.05 days	Work	
	<i>Present sign wording, design &amp; costs for approval</i>	1 day	Work	
	<i>Prepare 2009 membership invoices</i>	0.24 days	Work	
	<i>Mail out President's letter &amp; 2009 Invoices</i>	0.25 days	Work	
	<i>Develop press release &amp; website article</i>	0.5 days	Work	
	<i>Distribute press release &amp; post website article</i>	0.25 days	Work	
	<i>Review 2009 Research for key focus areas</i>	0.4 days	Work	
	<i>Contact DFO &amp; Sask. Environment for input</i>	0.15 days	Work	
	<i>Design pamphlet copy &amp; photography</i>	1 day	Work	
<i>Present to TLWI Board for approval</i>	0.25 days	Work		
<i>Print pamphlet</i>	0.56 days	Work		
5	RM of Parkdale	0.25 days	Work	
	<i>Mail out pamphlet</i>	0.25 days	Work	
6	RM of Mervin	0.25 days	Work	
	<i>Mail out pamphlet</i>	0.25 days	Work	
7	Merv Swanson	0.68 days	Work	
	<i>Develop wording</i>	0.14 days	Work	
	<i>Present sign wording, design &amp; costs for approval</i>	0.02 days	Work	
	<i>Produce metal signs</i>	0.28 days	Work	
	<i>Develop President's Letter to Membership</i>	0.24 days	Work	
8	Jim Range	1 day	Work	
	<i>Produce sign frames</i>	1 day	Work	
9	TLWI Directors	1.9 days	Work	
	<i>Install signs</i>	1.9 days	Work	

## **Work Requirements addressed by this project**

- a. Demonstrates direct and quantifiable fish habitat benefits in the interest of all Canadians. (16 points) - *. TLWI's goal is a meaningful decrease in the frequency and severity of activities that represent a threat to the quality of the water and fisheries. This will be measured through a follow up ice surface survey in 2010 and through membership feedback at the 2010 and subsequent AGMs*
- b. Designed within an ecosystem and watershed context so that influences beyond the scope of the local project are considered and their social, environmental and economics risks are fully mitigated. (10 points) *TLWI's board and membership are comprised of the local RMs, First Nations, village and hamlet councils, local cabin owners, farmers and ranchers. We also engage the participation of federal and provincial regulators such as the Saskatchewan Watershed Authority, DFO, Sask. Environment, Prairie North Health Region. TLWI's structure and constitution were designed to consider all stakeholder issues and aspirations.*
- c. Engages local participation and partnering opportunities that empower and improves the long-term community capacity for fish habitat stewardship (25 points) *Beyond the participation and partnering activities identified in paragraph b, the TLWI is working with the Turtleford high school, providing students with challenging and meaningful volunteer experiences, that can be include in employment and scholarship applications.*
- d. Identifies, exchanges and contributes to existing studies, information and local and traditional ecological knowledge that can be applied in the design of the project and to future watershed management decisions that influence the project area. (10 points) *The research on ice fishing and lake surface users activities and opinions will be posted on the resources page of the [www.tlwi.ca](http://www.tlwi.ca) website for anyone to access. The TLWI will utilize this research to design future water and fish habitat protection initiatives; specifically in the near term to produce an "Ice fisherman's" Guide to protecting water quality and fish habitat.*
- e. Uses communications and education tools to build awareness and understanding of the project its purpose and issues that have affected fish habitat in the project area. ( 10 points) *This initiative is about changing behaviors. TLWI believes education and involvement are key in changing behaviors and the interim deliverables reflect this belief. The survey, waterfront owner guide, signage and website information are all communication tools to build awareness and understanding of our goals.*
- f. Monitors, evaluates and case studies achievements and direct results of the project. (10 points) *The TLWI will be conducting follow-up research on ice surface user activities and opinions in 2010 and utilizes the feedback from members at the annual general meeting to determine if progress is being made.*
- g. Acknowledges and motivates local stewardship participation and practices through encouragement and recognition (10 points) *TLWI motivates local stewardship through project participation, and acknowledge our volunteers at AGM's and on our [www.tlwi.ca](http://www.tlwi.ca) website.*
- h. Includes mitigation measures to ensure compliance with all applicable, federal, provincial and local government regulations. (Mandatory) *Once approved by the TLWI board, this plan will be circulated to the local RMs, First Nations, Villages & Hamlets for further input. Federal and provincial regulators such as the Saskatchewan Watershed*

*Authority, DFO, Sask. Environment, Prairie North Health Region will also be provided copies for input.*

- i. Applicability in addressing DFO's national fish habitat management objectives (net gain of productive capacity for fisheries resources (4 points) This project will not in any degree detract from the productive capacity of fisheries resources. It is our goal to maintain and enhance the existing capacity through responsible lake and shoreline usage and practices.*
- j. Feasibility of project design and function (5 points) Based on the TLWI's historical project experience and the volunteer resources available we believe this project to be practical and expect it to be effective.*
- k. Long-term sustainability (5 points) The project is one of many initiatives conducted by the TLWI since 2004. The TLWI enjoys broad community support for its progress in changing hearts, minds and behaviors related to the protection of water quality and fish habitat.*
- l. Qualifications of project team including planning and management experience of other habitat enhancement and/or restoration projects and demonstrated ability to plan, manage and successfully complete projects on time and within budget constraints (10 points) As described Project Team section of this plan.*
- m. Quality of proposal (10 points)*

## **Request for Funding**

Our matching funding request is for \$2,890.20, which represents 50% of the estimated cost of the project.

## **Contact Information**

Inquiries regarding this project can be made to:

Bob Gourlay – Secretary – Treasurer, Turtle Lake Watershed Inc.

P.O. Box 327, Livelong, Sask., S0M 1J0

(h) 306-845-3201, cell 306-533-7303

[b.gourlay@sasktel.net](mailto:b.gourlay@sasktel.net)

Addendums

## **Opinion & Observational Research on Lake surface users at Turtle Lake**

### **Purpose of Research**

The purpose of this research is to:

- a) Increase winter lake surface users' awareness of the community's interest in the protection of the lake.
- b) To identify threatening activities and reinforce positive behaviour exhibited by the lake users.
- c) Provide an opportunity for lake users to participate by identifying issues or activities that they feel are a threat to the lake, along with any suggestions they might have.
- d) The survey would also include observational information such as the number of people, locations, activities, issues, photos, and recommendations.

Following is an outline of the survey questions and report requirements that I will be providing the students. I'll also request that they present their report to the TLWI Board at the April 18 meeting. We'd like to get this underway in February, and of course the Family Day weekend, Feb. 13-16 will be key.

## Questionnaire

### Introduction:

Hello my name is xxxxxx and I am conducting some research on behalf of the Turtle Lake Watershed Inc.

### Q1. Are you familiar with the Turtle Lake Watershed Inc. and its mission?

Yes / No/ Somewhat

Comments:

### Q2. A prime objective of the TLWI is educating lake users about the protection of the lake. As a user of the lake, how would you rate your knowledge and actions in preventing litter and toxic materials entering into the lake?

4 = I take every precaution to ensure that I and the people with me avoid polluting the lake.

3 = I take some precautions to ensure that I and the people with me avoid polluting the lake.

2 = I make little effort to ensure that I and the people with me avoid polluting the lake

1 = I make no effort to ensure that I and the people with me avoid polluting the lake

Comments:

### Q3 In general how would you rate other fishermen and winter users of the lake in terms of preventing toxic materials and litter entering into the lake?

4 = They take every precaution to ensure that they and the avoid polluting the lake.

3 = They take some precautions to ensure that they avoid polluting the lake.

2 = They make little effort to ensure that avoid polluting the lake.

1 = They make no effort to ensure that they avoid polluting the lake.

Comments:

### Report to include:

Date, location, weather conditions, number of people on the ice, nature of activities, description of any activities that might be considered as hazardous to the lake, photos, and recommendations.

## Signage Diagram

